



**HUMAN RESOURCES OFFICE  
TECHNICIAN / AGR ADMINISTRATIVE INSTRUCTION**

Number: 05-36

23 June 05

**IMPLEMENTATION POLICY FOR PROCESSING COMPENSATORY TIME OFF FOR TRAVEL**

**No Expiration**

Reference: Technician/AGR Administrative Instruction (TAAI) 05-11, Subject: Compensatory Time Off for Travel, dated 04 Feb 2005.

1. The Federal Workforce Flexibility Act of 2004 authorized a new form of compensatory time off for time spent by an employee in a travel status away from the employee's official duty station when such time is not otherwise compensable. Effective date for this new benefit began on 28 January 2005; however full implementation was not available because the Defense Civilian Pay System (DCPS) was previously incapable of processing the travel compensatory time claims.
2. Technician/AGR Administrative Instruction 05-11 briefly described ways in which travel compensatory time is earned; this TAAI provides a more detailed description of eligible time, as well as implementation instructions for processing this benefit for our valued employees.
3. An employee receives compensatory time off for travel only for those hours spent in a travel status. What qualifies as eligible time in a travel status?
  - a. Travel status includes only the time actually spent traveling between the official duty station and a temporary duty station, or between two temporary duty stations, and the usual waiting time that precedes or interrupts such travel.
  - b. Airline travelers generally are required to arrive at the airport 1 to 2 hour prior to departure. This is considered usual waiting time and is creditable time in a travel status. In addition, 1 to 2 hours time spent at an intervening airport waiting for a connecting flight (layover) also is creditable.
  - c. If an employee experiences an unusually long wait prior to departure or during a layover, which the employee is free to rest, sleep, or otherwise use the time for his or her own purposes, the extended waiting time that is outside the employee's regular working hours is not creditable. An extended waiting period that occurs during an employee's regular working hours is compensable as part of the employee's regularly scheduled administrative workweek.
  - d. Bona fide meal periods are not considered eligible time in a travel status. For example, if an employee spends an uninterrupted hour eating a meal at an airport restaurant while waiting for a connecting flight.
  - e. If an employee travels directly between home and a temporary duty station outside the limits of the employee's official duty station (e.g., driving to and from a 3-day conference), the agency must deduct the employee's normal home-to-work/work-to-home commuting time from the creditable travel time.
4. In all cases, it is the supervisor's responsibility to determine eligible compensatory time off for travel earned; using applicable rules and regulations as the guideline for lawful decision making.

Implementation:

5. Beginning with pay period dates 12 Jun 05 – 23 Jun 05 (PP# 05-14), timekeepers will use the following codes on time cards to account for travel compensatory time earned/taken:

CB – Travel Compensatory Time Earned

CF – Travel Compensatory Time Taken

6. Timekeepers and supervisors will use NGB Form 46-14 to account for current and retroactive Travel Compensatory Time Earned (CB) as of 28 January 2005. Likewise, retroactive time and attendance (T&A) adjustments may be performed for those eligible technicians who used Travel Compensatory Time Taken (CF) dating back to the effective date of 28 January 2005.

7. Agencies may allow employees to accumulate and use compensatory time in increments of 6 minutes or 15 minutes; however this office strongly recommends earning and utilizing compensatory time in no less than 15-minute increments for consistency and standardization of management controls.

6. If you have any questions concerning this TAAI, contact Captain Kenneth DeCelle, Human Resource Specialist at CAGNET: 63411, DSN: 466-3411 or (916) 854-3411.



STUART D. EWING  
Captain, CA ANG  
Deputy Human Resources Officer

DISTRIBUTION:

Air: TA

Army: TA